

**WISCONSIN AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 23-049 ANG

OPENING DATE: 20 January 2023 **APPLICATIONS WILL BE ACCEPTED UNTIL:** 11:59PM ON 3 February 2023

POSITION TITLE: Command Post **AFSC REQUIREMENTS:** 1C3X1 **SKILL LEVEL REQUIRED:** Entry
(Trainees Accepted)

MINIMUM RANK: E3 **MAXIMUM RANK:** E5

UNIT/LOCATION: 128th Air Refueling Wing, Milwaukee, WI

AREA OF CONSIDERATION: Open to anyone eligible to join the WI ANG AGR program

APPOINTMENT FACTORS

1. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years per ANGI 36-101.
2. Non AGR Person receiving a federal military retirement or retainer pay are not eligible.
3. Must meet the physical requirements of DAFI 36-2905, prior to being placed on AGR tour.
4. Members who are not suitable for Career AGR may be considered for an Occasional Tour.
5. Military grade will not exceed the maximum authorized grade on the unit manning document.
6. Must meet all AGR requirements of ANGI 36-101 and AFSC requirements of AFECDD/AFOCD.
7. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal Service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101 and obtain TAG waiver approval prior to starting AGR tour.
8. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
9. Hiring of an E-8/9 or O4+ is contingent on controlled grade availability.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
11. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECDD.
 - A. Must be able to lift more than 40 LBS
 - B. ASVAB requirements: A \geq 55 and G \geq 57
 - C. PULHES: 222121

BRIEF DESCRIPTION OF DUTIES:

Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of C2 operations. Initiates, receives, and takes action on alert messages. Flight follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information to and from aircrews. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensures proper use and control of resources and classified material. Develops and evaluates C2 Operations processes. Performs self-assessments. Ensures

operational readiness and adherence to standards. Recommends actions to correct C2 Operations procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied. Prepares and submits operational, defense readiness, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and defense readiness reports. Establishes procedures for operational and defense readiness reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate. Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Maintains proficiency in C2 systems and aircraft flight following and mission management systems such as, but not limited to, Unit Level/Command and Control (UL/UC2) Systems and Global Decision Support System (GDSS). Establishes manpower, communications, equipment, and facility requirements. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing, and destroying COMSEC material. Maintains C2 Operations personnel, information, operations, computer, emission, industrial and physical security programs. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

SPECIALTY QUALIFICATIONS:

Knowledge. Knowledge is mandatory of: Air Force organization and administration; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment.

Education. For entry into this specialty, completion of high school is mandatory.

Training. For award of the AFSC 1C331, completion of the Command-and-Control Operations Apprentice Course is mandatory.

Other. For entry into this specialty: Must have the ability to obtain a Top-Secret security clearance. Must pass Reading Aloud Test as defined in current version of Medical Standards Directory (MSD). Certification by a Command Post Superintendent that the applicant is recommended and approved for entry and training into 1C3XX by the AFCFM IAW AFI 10-207, *Command Posts*. **NOTE:** This requirement applies to retraining applicants only. Retraitees are only accepted IAW the following: E-1 through E-5 (no TIS restrictions). For entry, award, and retention of these AFSCs: No record of psychiatric hospitalization. No history or evidence of chronic mental health disorder, substance use disorder, or other significant chronic disorders by a licensed health care provider. Must have an S1 profile (for PULHES clearance). For award, and retention of these AFSCs: Must maintain certification according to AFI 10-207. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*. Specialty requires routine access to Tier 5 (T5) information, systems, or similar classified environments. Completion of a current T5 Investigation IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*. Reclassified and/or retraining personnel may enter the career field with a Secret clearance. For retention of this specialty: Must maintain S1 profile. **NOTE:** Award of the entry level without a completed T5 Investigation is authorized provided an interim Top Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16-1405.

APPLICATION REQUIREMENTS:

Interested applicants must submit the following documentation to be considered for interview. Any missing items are encouraged to be documented with an explanation in the cover letter included in the application.

APPLICATIONS WILL INCLUDE (All documents must be personally identifiable and must include date if required)

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address).

- ☐ **NGB Form 34-1** (Application for AGR Position) dated 20131111 (**must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ **Record Review RIP** (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from vMPF.
- ☐ **Current Fitness Report**. Current Fitness report from myFitness in pdf format
- ☐ **AF Form 422** Current (within 12 months), Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score. If any PULHES are a “3”, a statement indicating that individual is Worldwide Deployable needs to be submitted.
- ☐ **SF 181-** (Race and Ethnicity Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

NOTE:

1. Failure to provide all the required documents will result in being disqualified.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in being disqualified. Please ensure 34-1 reflects Tour Announcement number and current telephone number.
3. If selected for the job, member must have a current passing fitness and an AGR qualified AF Form 422 Signed by the State Air Surgeon prior to being placed on AGR tour.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria may apply by emailing all required documents, as one (1) pdf to MSgt Kasten at melanie.kasten@us.af.mil and SSgt Donais jennifer.donais@us.af.mil. Portfolio formats are accepted. The file and email subject line should read as: LastName, FirstName_#_JobTitle (i.e. Doe, John_22-001_Personnel). An email will be sent to confirm receipt of application. Feel free to call Comm (608) 242-3138 or (608) 242-3135 to verify receipt of your application. Applications will not be reviewed before the closing date.

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6. Rearrange individual pages or entire files in the desired order
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